



GLOUCESTER COUNTY

NEW JERSEY

GLOUCESTER COUNTY SUPERINTENDENT OF ELECTIONS


ELECTION DAY

**POLL WORKER TRAINING FOR
THE EXPRESS VOTE XL**

BEFORE YOU BEGIN

VERIFY THAT YOU HAVE AN EXPRESSVOTE XL MACHINE AND A KEY ENVELOPE





GLOUCESTER COUNTY SUPERINTENDENT OF ELECTIONS

THIS ENVELOPE CONTAINS KEYS OF
VOTING MACHINES TO BE USED IN

CLAYTON AMBULANCE BUILDING

VOTING MACHINE NO: 324


PROTECTIVE COUNTER OPEN 46

BLUE SEAL NUMBER 1178009

RED SEAL (ENCLOSED) NUMBER 61345

PHONE: 856-384-4500

THE KEY ENVELOPE CONTENTS: MACHINE KEYS MACHINE PASSWORD


GLOUCESTER COUNTY SUPERINTENDENT OF ELECTIONS

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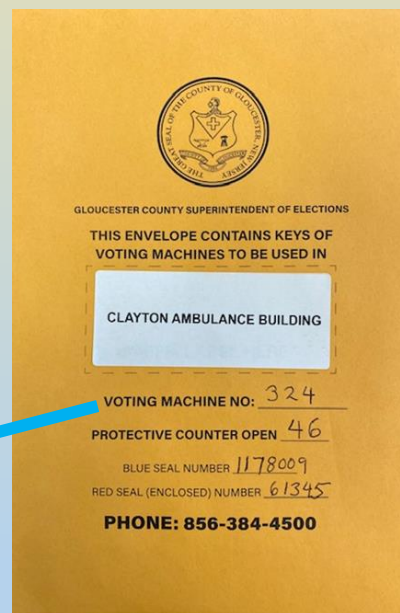
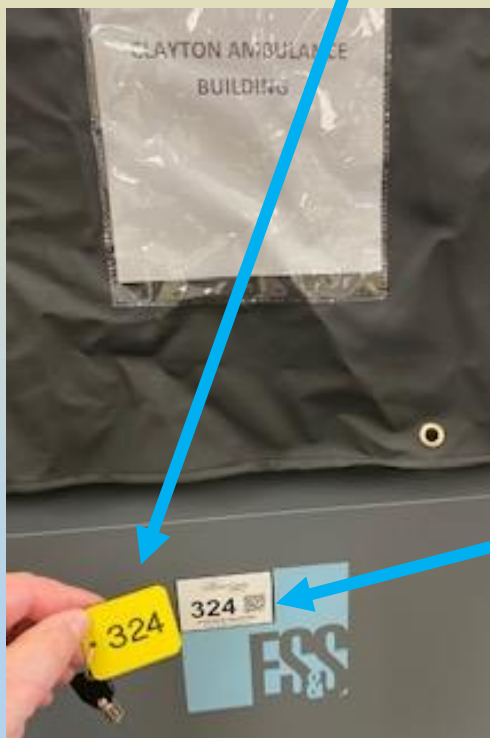
PHONE: 856-384-4500



Password1|

TOP COMPARTMENT SEAL
RED SEAL TO BE PLACED ON AFTER POLLS CLOSED

REMOVE THE KEY FROM THE ENVELOPE AND COMPARE
THE VOTING MACHINE SERIAL NUMBER TO THE KEY
NUMBER



POSITION THE MACHINE NEAR AN ELECTRICAL
OUTLET AND LOCK THE WHEELS.



PLUG IN THE VOTING MACHINE



UNRAVEL THE CORD
AND PLUG THE
MACHINE INTO AN
ELECTRICAL OUTLET



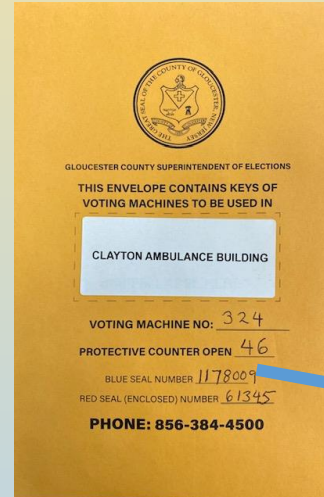
WHEN THE MACHINE IS
PLUGGED IN THE GREEN
LIGHT IS ON

***NOTE* YOU MAY PLUG UP TO 4 MACHINES IN 1 WALL OUTLET BY
CONECTING THEM TOGETHER USING THE AUXILLARY OUTLETS**

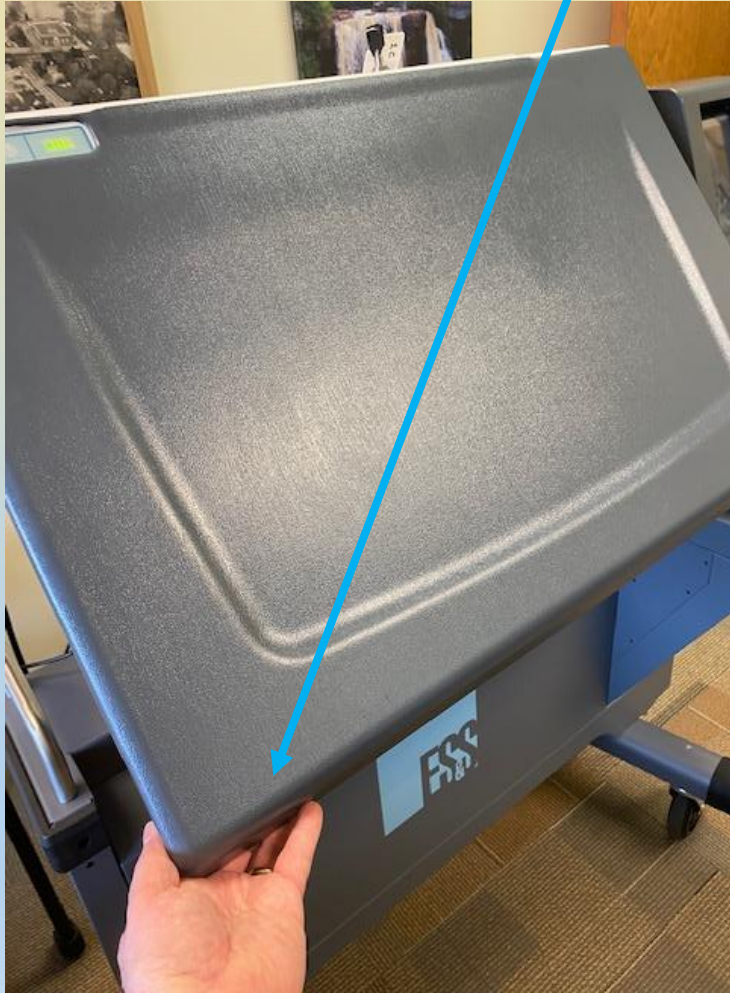
REMOVE THE COVERS



COMPARE THE BLUE SEAL NUMBER ON THE KEY ENVELOPE
AND *REMOVE* THE BLUE TRANSPORT SEAL LOCATED AT THE TOP
COMPARTMENT, THE WORD VOID WILL APPEAR ON SEAL
AFTER REMOVAL



**PULL BACK ON THE VOTER PANEL FROM THE
BOTTOM AND TILT UNTIL IT STOPS**

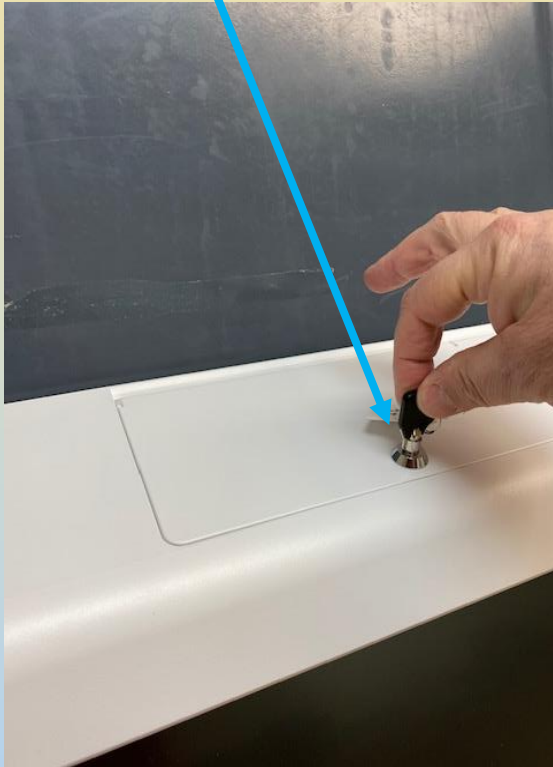


**RAISE THE PROTECTIVE SCREEN PANEL TO THE
FULL UPRIGHT POSITION**

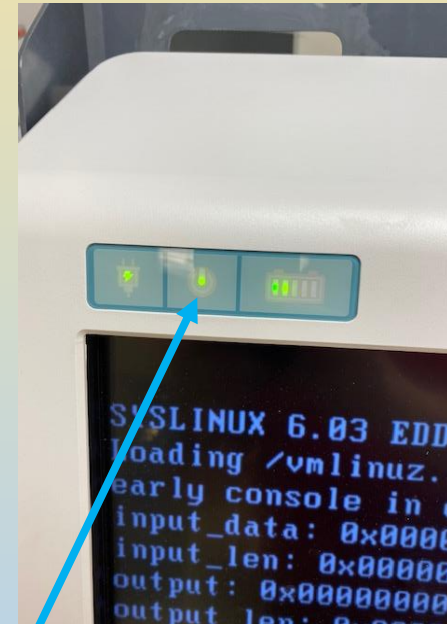


TURN THE MACHINE ON

USING THE KEY OPEN THE ACCESS DOOR AT THE TOP



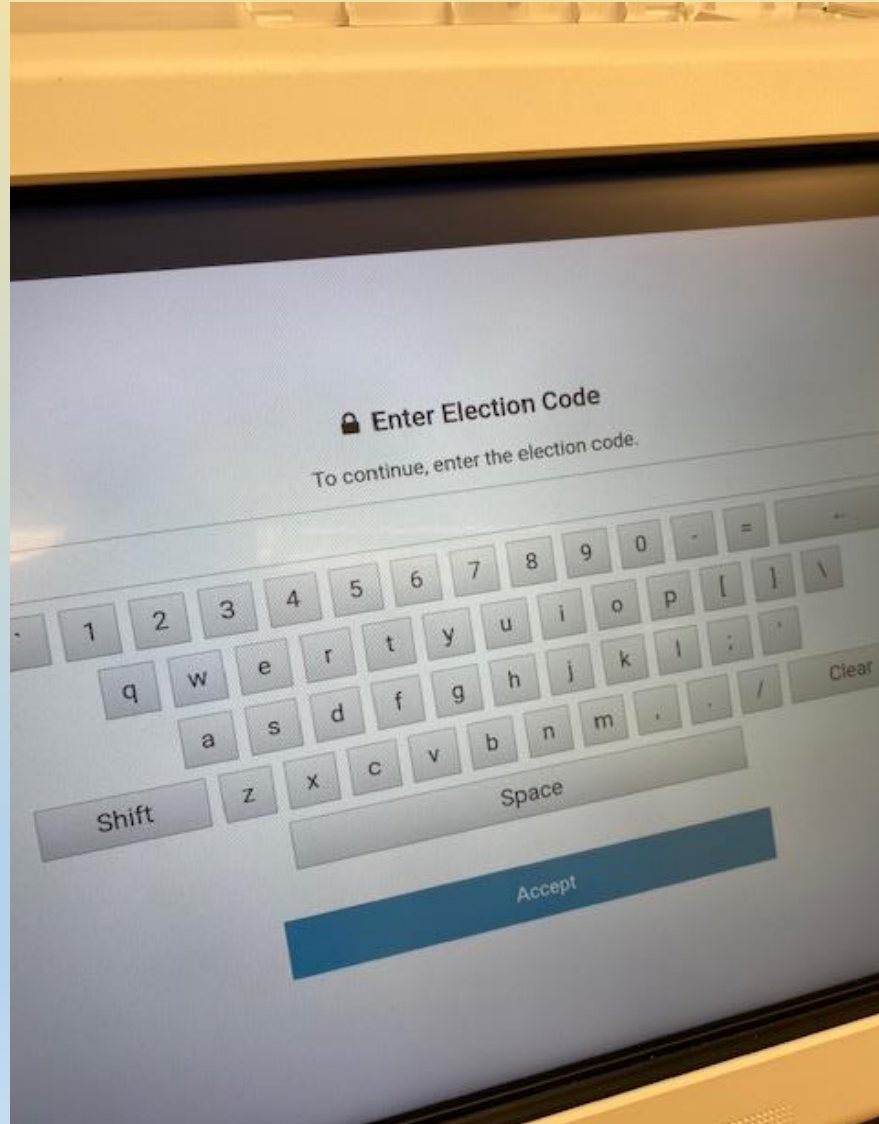
PRESS AND HOLD THE RED POWER SWITCH FOR 2 SECONDS



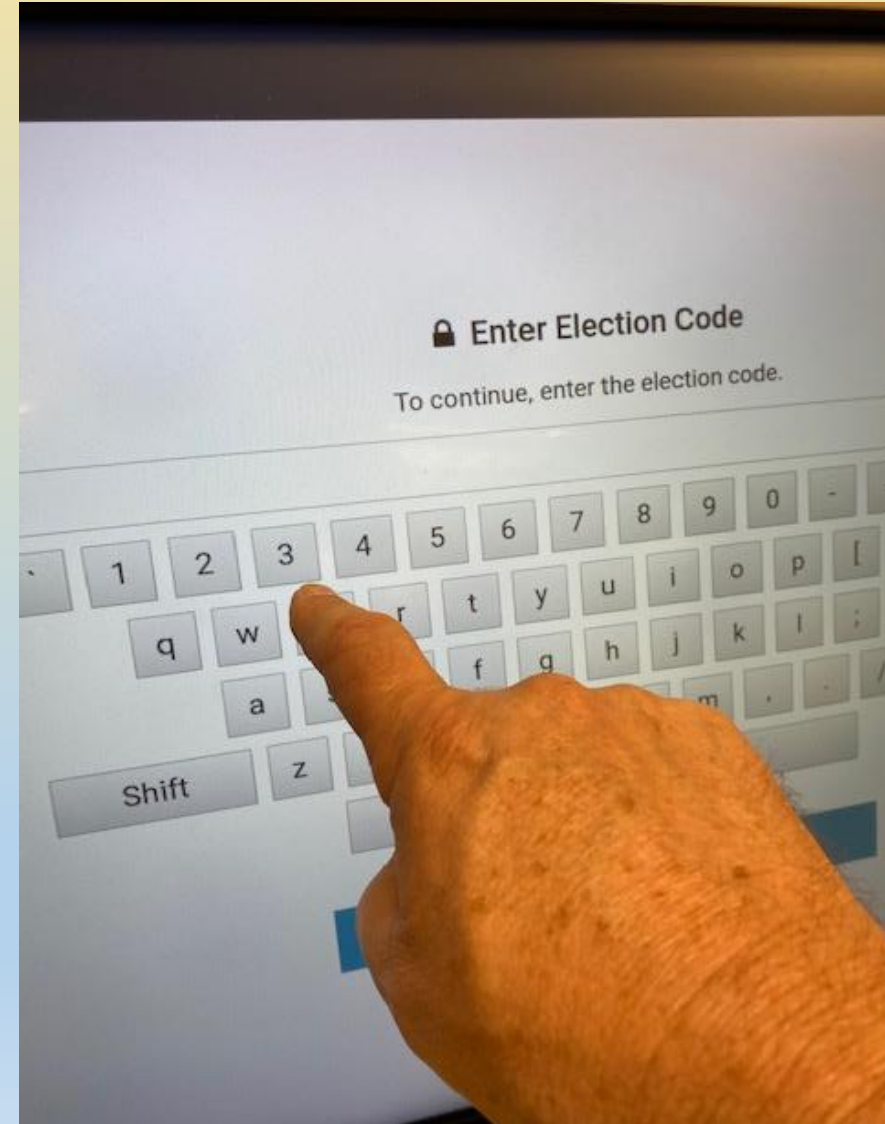
MACHINE POWER INDICATOR WILL BE ON

***NOTE—CLOSE AND LOCK THE ACCESS DOOR** when machine is powered on and keep the Key Envelope in a safe location

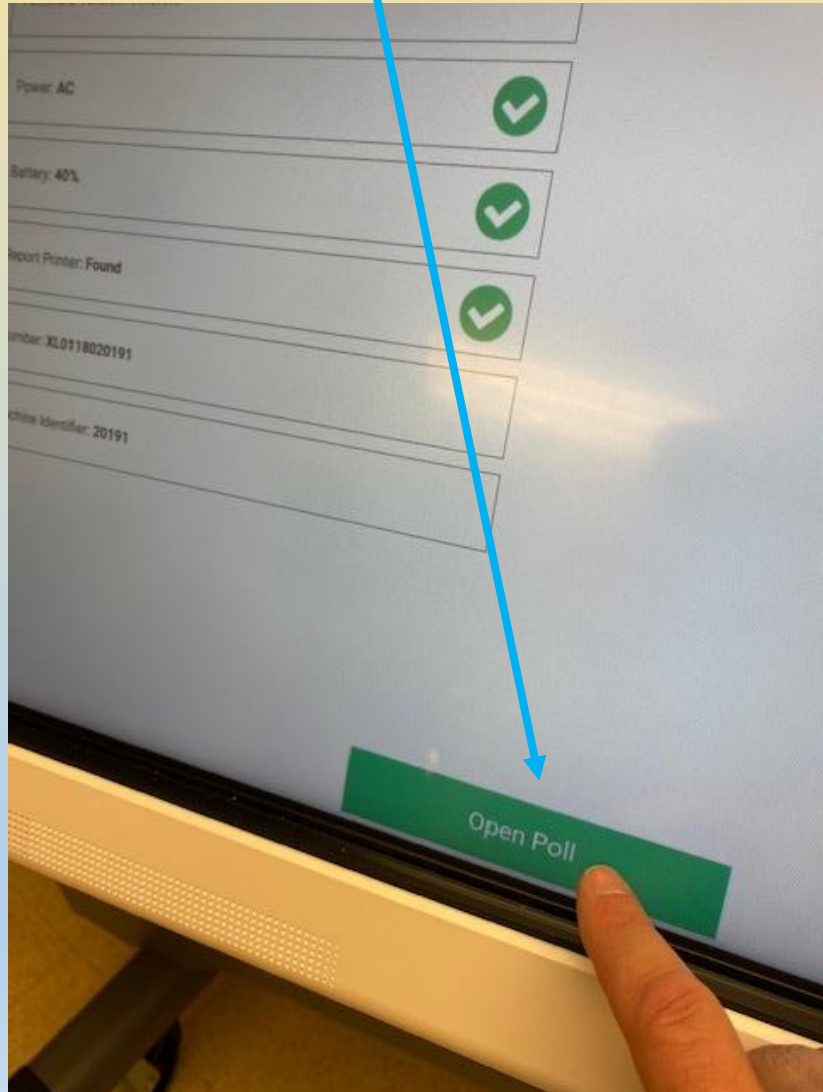
SCREEN WILL DISPLAY THE KEYBOARD



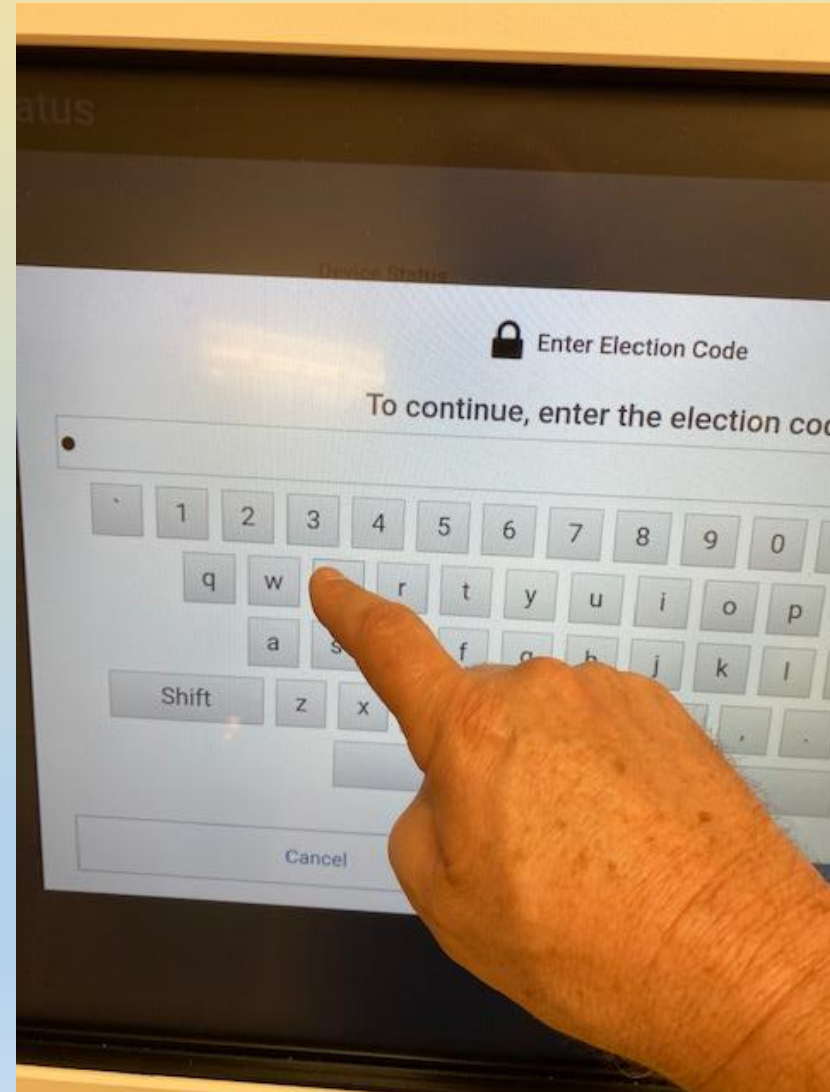
ENTER THE PASSWORD PROVIDED IN THE KEY ENVELOPE (THE PASSWORD IS CASE SENSITIVE)

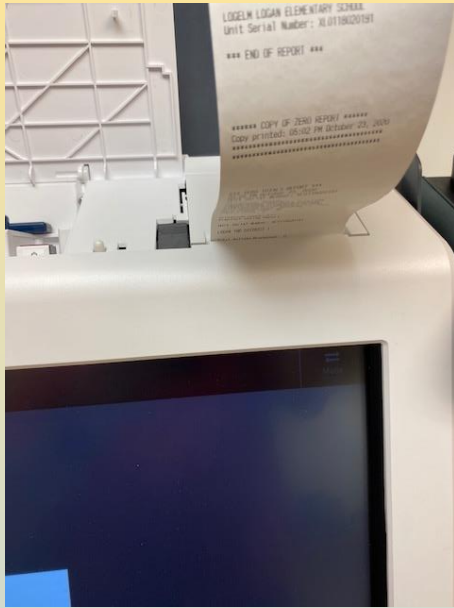


PRESS OPEN POLL



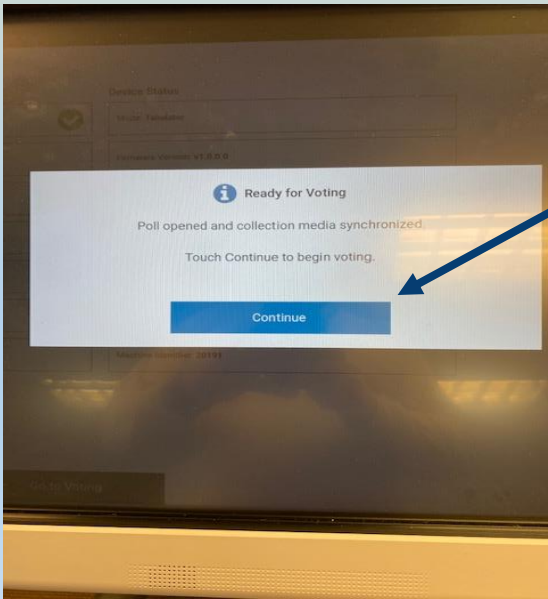
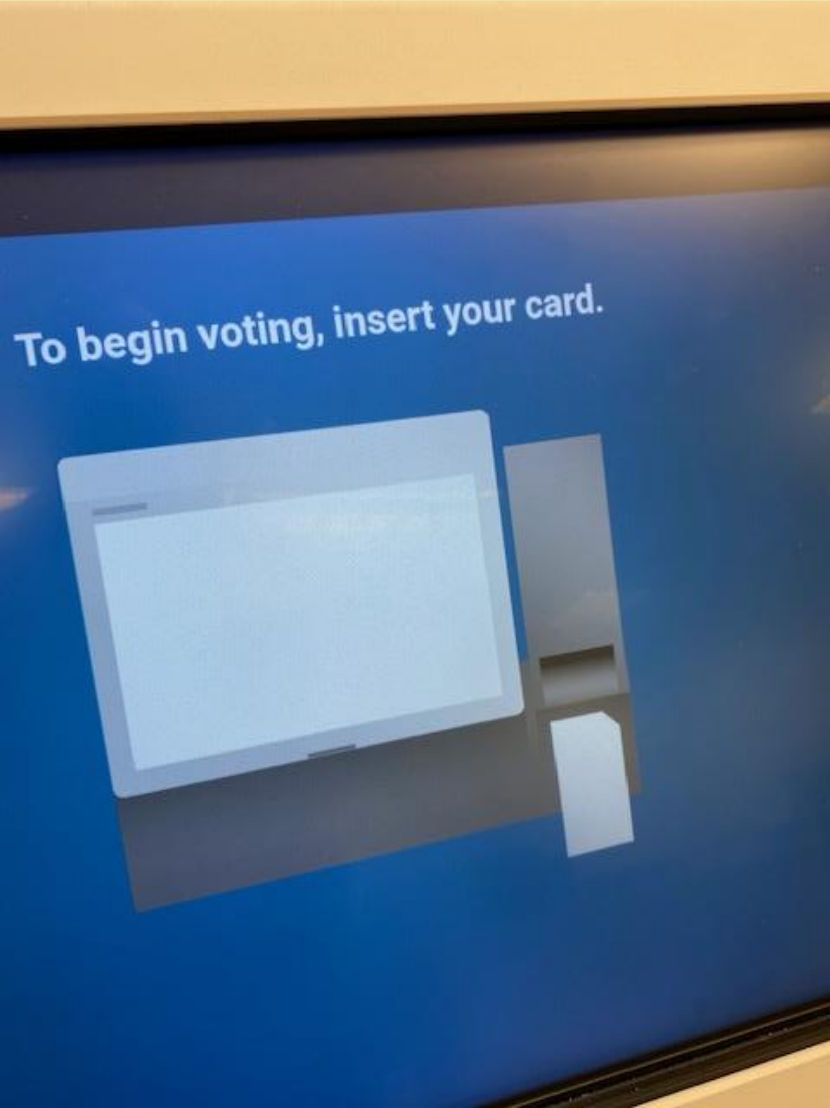
RE-ENTER PASSWORD IF PROMPTED





**MACHINE WILL PRINT 3
COPIES OF THE ZERO
PROOF REPORT
TEAR OFF THE REPORT
AND SIGN ALL 3 COPIES**

READY FOR VOTERS



PRESS CONTINUE

INSTALL THE PRIVACY CURTAIN

UNLOCK THE CLIPS ON THE PRIVACY CURTIAN HOLDERS



RAISE THE HOLDERS UNTIL THEY STOP AND LOCK THE CLIPS



REMOVE FROM THE STORAGE TUBE AND INSTALL THE PRIVACY CURTAIN INTO ROD HOLDERS
AS SHOWN BELOW



Authority Tickets Ballot Cards and activating the machine

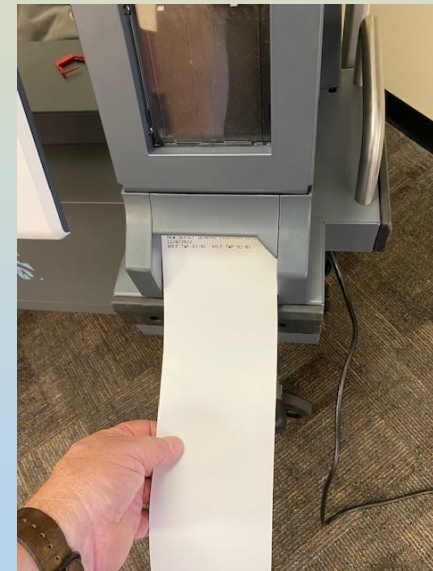
The XPRESS VOTE machine will be activated BY THE VOTER with a ballot card issued by the electronic poll book Clerk. The Voting Machine Attendant will receive an Authority Ticket from the voter and place the authority ticket into the clear bag attached to the right side of the machine. The voter with the ballot card will be instructed to insert the ballot card into the machine with the cut corner top and to the right. The machine will activate for that voters specific voting District. (REFER TO POLL BOOK TRAINING GUIDE FOR DETAILED INSTRUCTIONS).



ExpressVote PRINTER
connected to the E-Poll Book



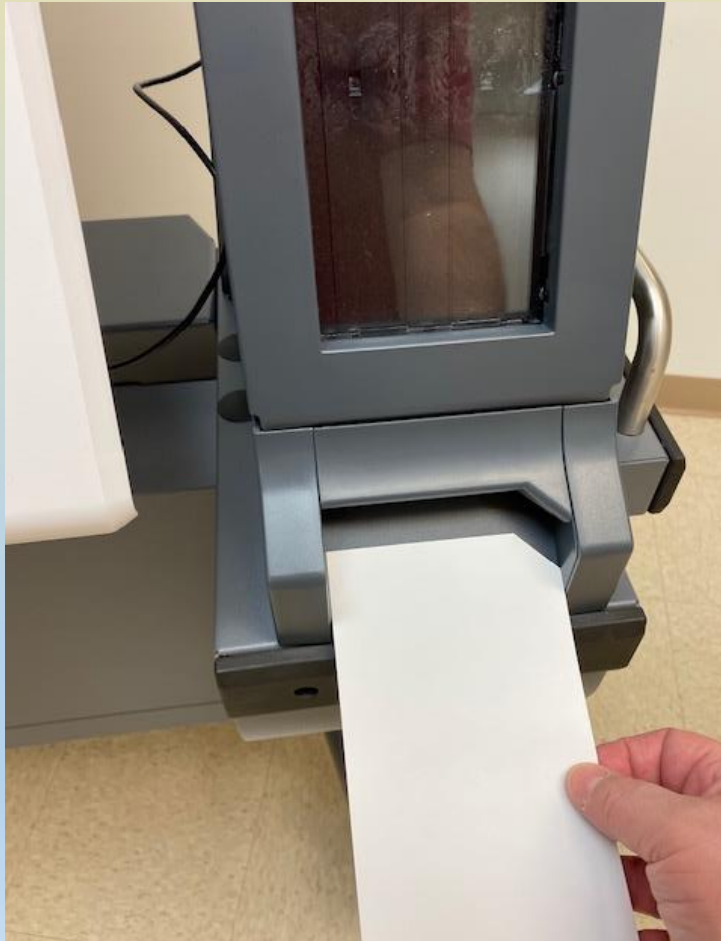
Ballot Card with activation
code printed



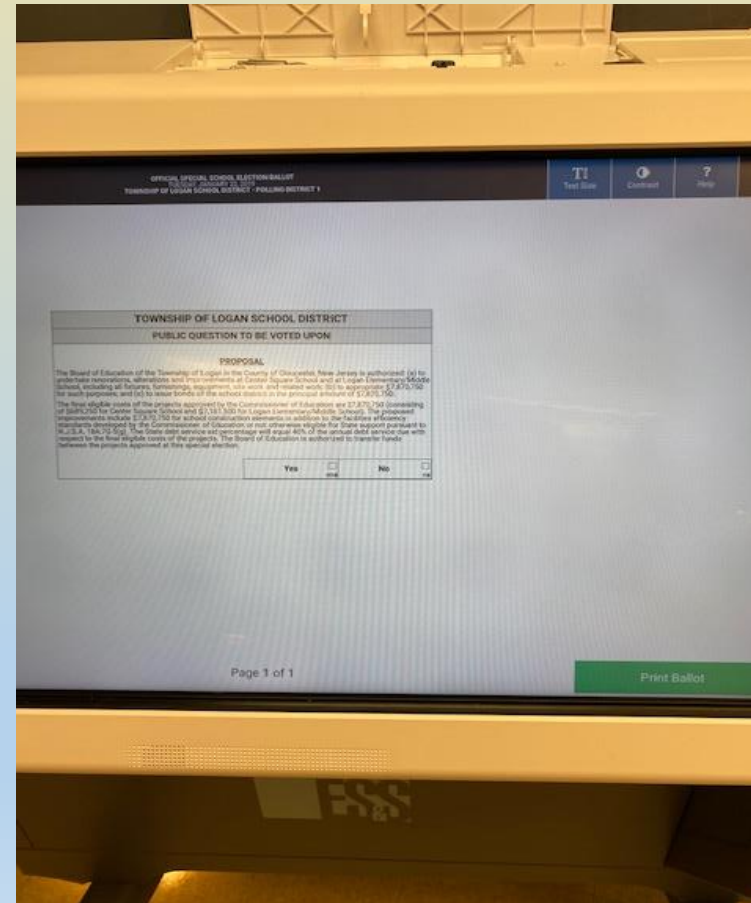
Voter inserts Ballot Card with
the cut corner top and right

VOTING ON THE XL VOTING MACHINE

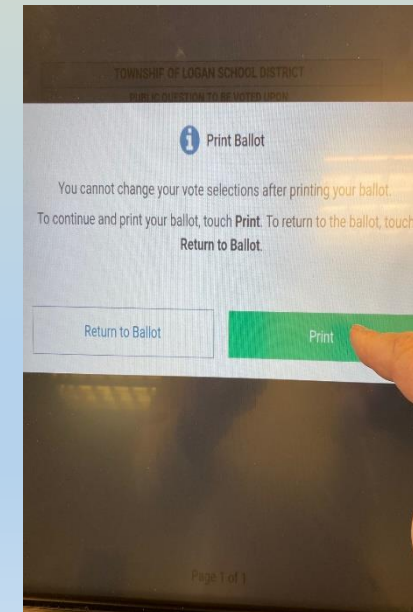
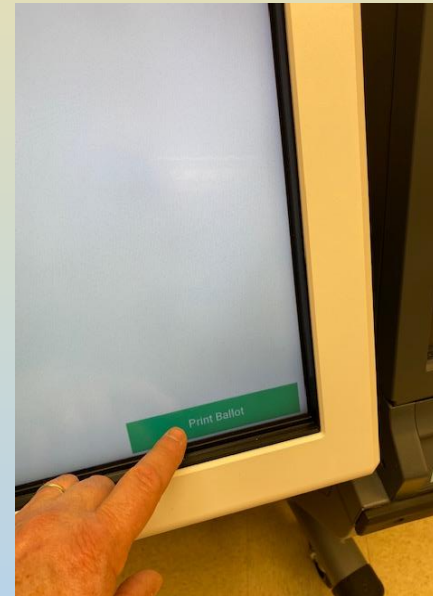
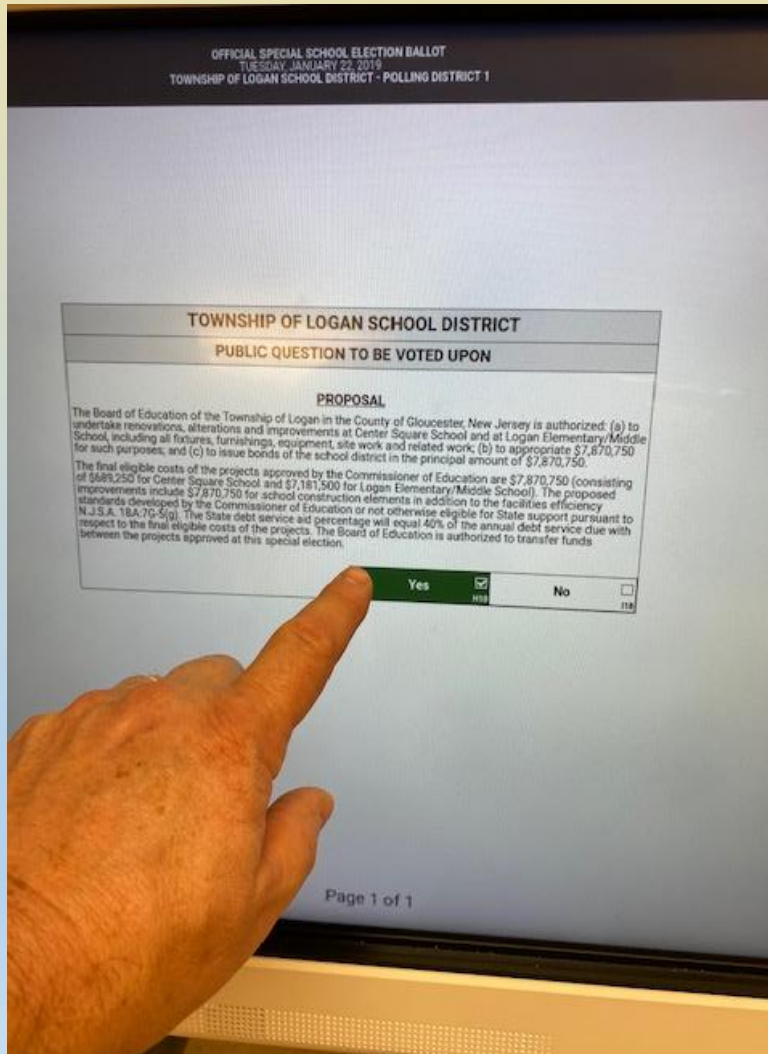
ONCE THE BALLOT CARD IS INSERTED
VOTER TO INSERT BALLOT CARD WITH THE CUT
CORNER UP AND TO THE RIGHT.



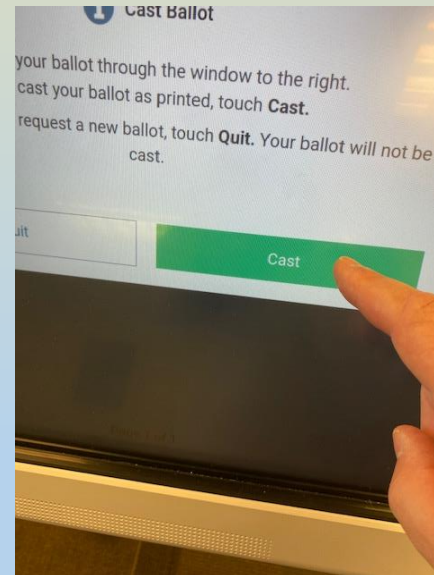
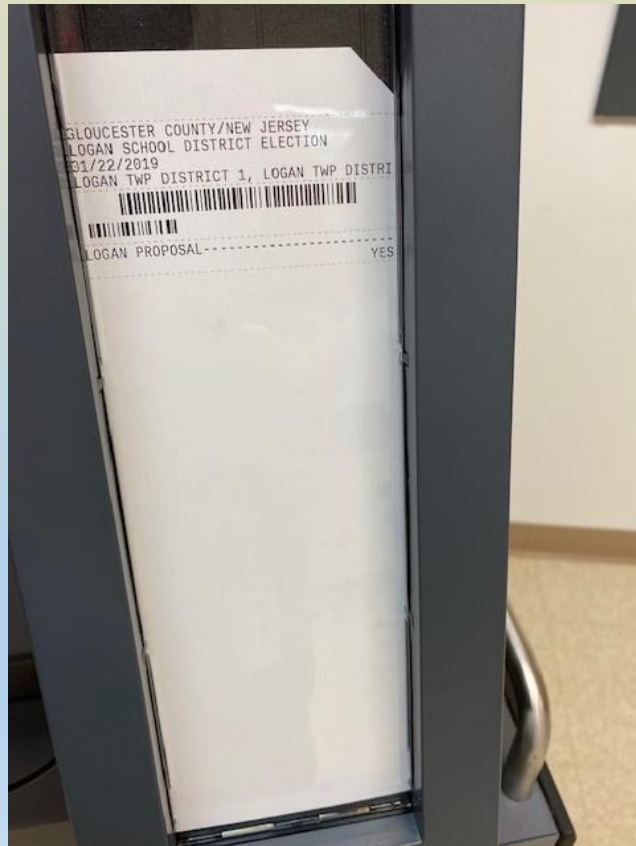
THE MACHINE WILL BECOME ACTIVE
AND THE BALLOT WILL APPEAR



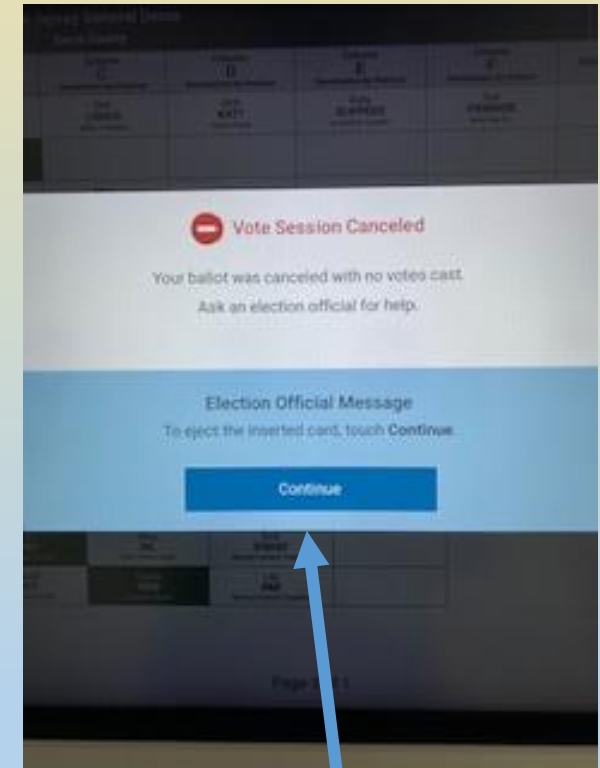
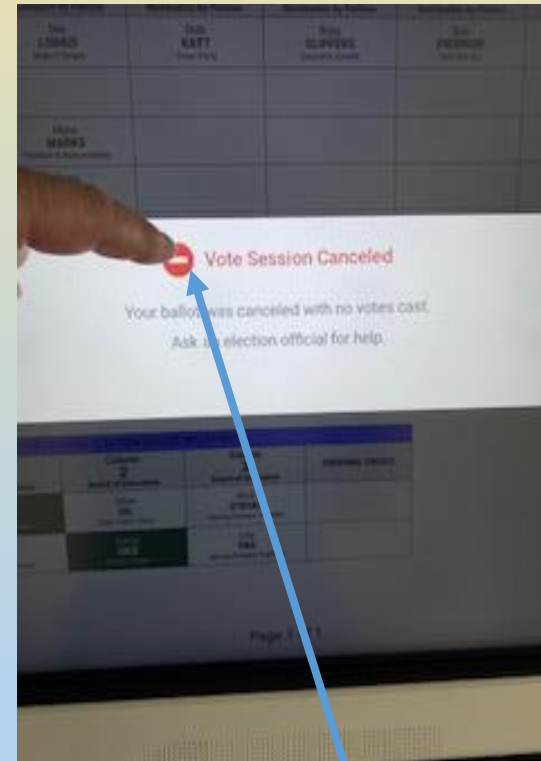
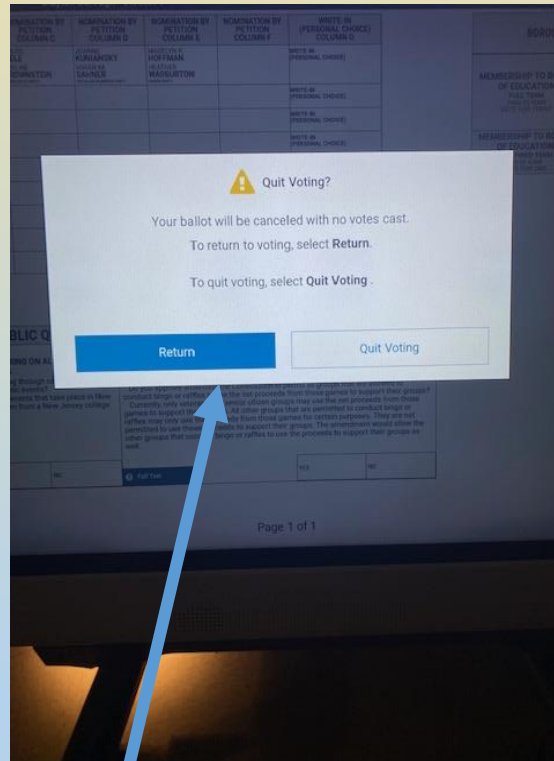
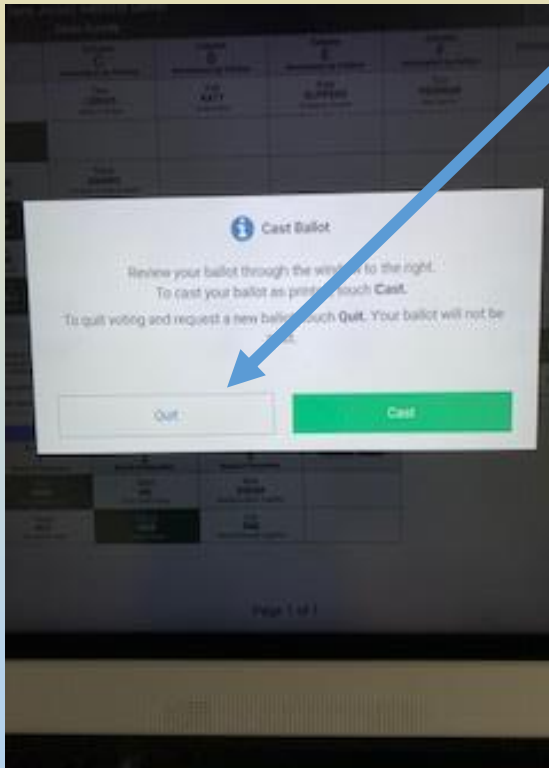
VOTER TOUCHES THE SCREEN INSIDE THE BOX OF THE CANDIDATES OF THEIR CHOICE. SELECTIONS WILL TURN GREEN. ONCE ALL CHOICES ARE MADE AND REVIEWED BY THE VOTER THEY TOUCH PRINT BALLOT. THE VOTER THEN CAN TOUCH RETURN TO BALLOT FOR REVIEW OR TOUCH PRINT.



Once the voter touches *Print Ballot* the machine will print the ballot and the ballot will be displayed in the viewing panel. The voter will review choices and then press cast, ballot will drop in the Ballot Canister.
VOTER WILL SEE A VIRTUAL I VOTED STICKER. THE VOTE HAS BEEN CAST



What to do if a Voter selects QUIT

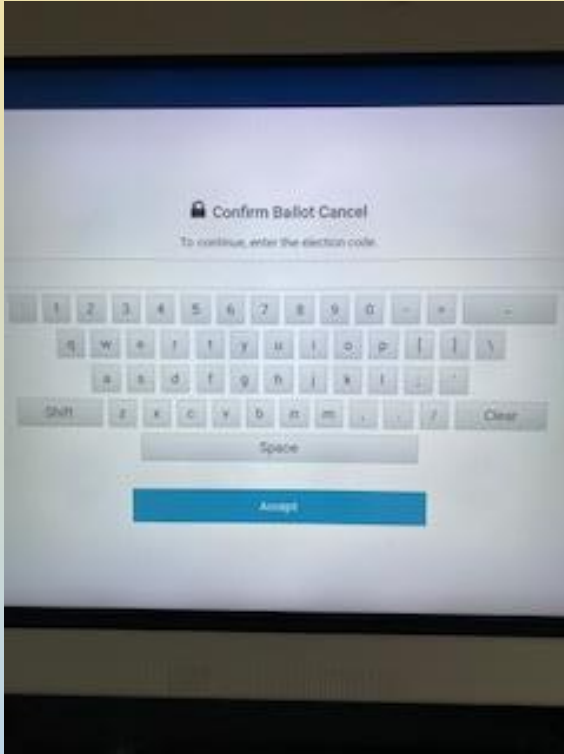


Voter selects Quit again

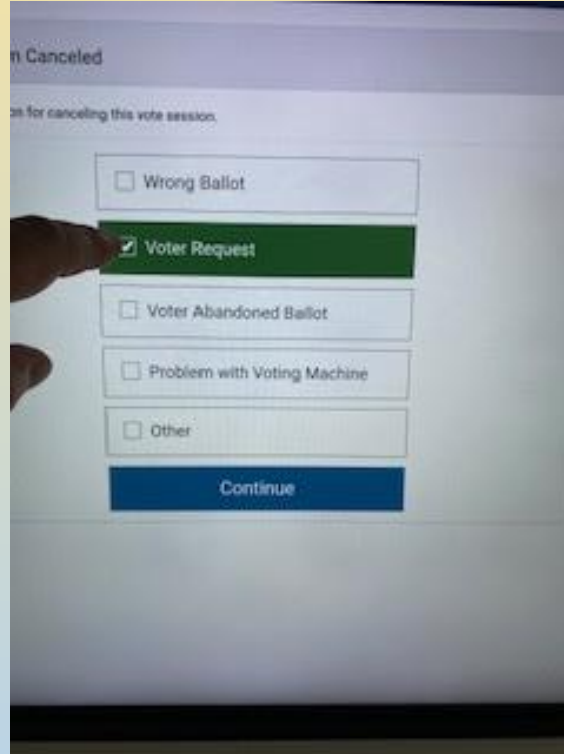
Machine will make an alarm sound and this message will appear – Board worker must touch the screen here

Then touch Continue

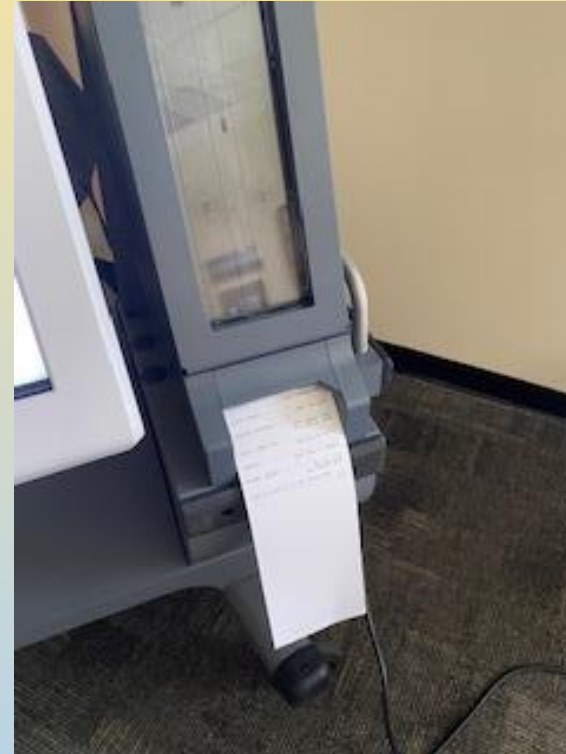
QUIT voting continued



Board Worker enters the Password from the Key Envelope



Board Worker selects reason for cancelling vote session



Ballot is ejected out the front of the machine



Board Worker folds and marks ballot as spoiled, the spoiled ballot is placed in the spoiled ballot envelope

**** REFER TO THE POLL BOOK GUIDE TO ISSUE A NEW BALLOT FOR THIS VOTER ****

A District Board Worker MUST accompany the Spoiled Ballot Voter back to the sign in table and issue a new authority ticket and ballot.

Provisional Voting on the XL Voting Machine

Continued on next page

Voters will now use the voting machine to mark their provisional ballot



Remove a blank provisional ballot card from the RED provisional ballot bag



Insert the provisional ballot card into the ExpressVote printer and process voter



The Epson printer will print a authority with the word PROVISIONAL printed.

A New Jersey Provisional Ballot Affirmation envelope. The envelope has a "DO NOT DETACH" label on the left. The voting authority slip is attached to the right. The slip contains the following information: "New Jersey Provisional Ballot Affirmation", "GLoucester County, NJ", "Date: 2021-09-29 13:00", "Printed by: MARK HARRIS", "Voting Authority Slip", "Location: WINEMAN MUNICIPAL BUILDING-00-01", "Voter Election District: WINEMAN BOROUGH-00-01", "QUILL Last Name: PETER", "First Name: PETER", "Middle Name: PETER", "Address: 81 CHAMBERS ST., APT. 3", "City, State, ZIP: NJ, 08011", "Municipality: Gloucester", "County: Gloucester", "Voter ID: 2133797067", "Ballot Style: 3", "Paper Ballot", "Mail-In Ballot", "PROVISIONAL", "NJ Driver's License (DL#) or MVC Non-Driver ID (ID#) Number: ", "If no DL# or ID#, last four digits of your Social Security Number (SSN): ", "I affirm that I DO NOT have a DL# or SSN.", "Political Party: ", "Vote Declaration: I swear or affirm that I am a U.S. Citizen, live at the address above, am at least 18 years of age at the time of the election, have been a resident of the State and county at least 30 days before the election, am not serving a sentence of incarceration as the result of a conviction of any indictable offense under the laws of this or another state or of the United States, I UNDERSTAND THAT ANY FALSE OR FRAUDULENT REGISTRATION MAY SUBJECT ME TO A FINE OF UP TO \$15,000, IMPRISONMENT UP TO FIVE YEARS, OR BOTH PURSUANT TO R.S. 19-34.4.", "Signature of Voter: ", "Date: ", "Telephone Number: ", "Email Address: ", "Name of person providing assistance (If Applicable): ", "This contact information will be used to contact you concerning the acceptance or rejection of your ballot and how you may cure a defect.", "Check here if you wish to be removed from the Vote by Mail list: ".

Attach the PROVISIONAL authority slip to the Affirmation envelope using the provided round label and issue to voter.

Provisional Voting on the XL Voting Machine continued

Continued on next page

New Jersey
Provisional Ballot Affirmation Envelope

1. Reason for Provisional Ballot: (Check one)
☐ Moved within the county after registering, without notifying election office.
☐ Registration information missing from poll book.
☐ Did not show required ID.
☐ Poll book indicates you are a Vote by Mail voter, but did not apply for, receive, or return such ballot.

2. I am a US citizen ☐ Yes ☐ No

3. Current Name
Last: _____ First: _____ Middle: _____
If your name was changed after registering to vote:
Former Name: _____
Signature of Former Name: _____

4. Current Home Address:
Municipality: _____ County: _____
Mailing Address, if different from above: _____

5. Please fill out ONLY if you moved within the county election office.
Previous Home Address: _____
Municipality: _____ County: _____

6. Date of Birth: Month _____ Day _____ Year _____

7. NJ Driver's License (DL#) or MVC Non-Driver ID (ID#) Number _____
If no DL# or ID#, last four digits of your Social Security Number (SSN) _____

8. I affirm that I DO NOT have a DL# or SSN.

9. Political Party
(Required for Primary Elections; optional for all other elections)

10. Voter Declaration
I swear or affirm that I am a U.S. Citizen, live at the address above, am at least 18 years of age at the time of the election, have been a resident of the State and county at least 30 days before the election, am not serving a sentence of incarceration as the result of a conviction of any indictable offense under the laws of this or another state or of the United States. I UNDERSTAND THAT ANY FALSE OR FRAUDULENT REGISTRATION MAY SUBJECT ME TO A FINE OF UP TO \$15,000, IMPRISONMENT UP TO FIVE YEARS, OR BOTH PURSUANT TO R.S. 19:34-1.

11. Signature of Voter _____ Date _____

12. Telephone Number _____
Email Address _____
Name of person providing assistance (if applicable) _____

13. This contact information will be used to contact you concerning the acceptance or rejection of your ballot and how you may cure a defect.
☐ Check here if you wish to be removed from the Vote by Mail list.

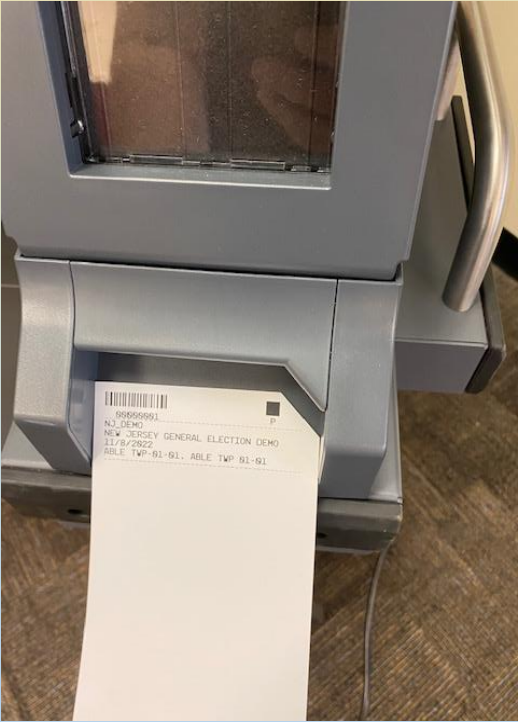
+

00000001
NJ DEMO
NEW JERSEY GENERAL ELECTION DEMO
11/8/2022
ABLE TWP 01-01, ABLE TWP 01-01

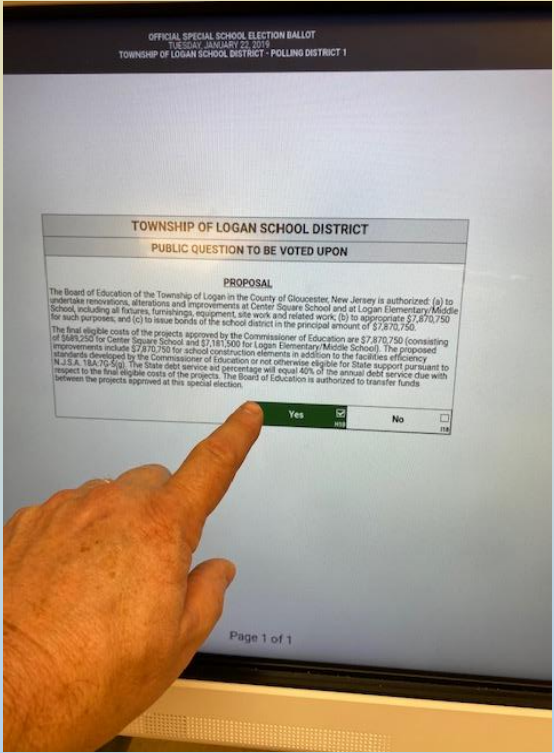
Location: WENONAH MUNICIPAL BUILDING-00-01
Voter Election District:
WENONAH BOROUGH-00-03

Ballot Style:
3

Paper Ballot
Mail-In Ballot
PROVISIONAL



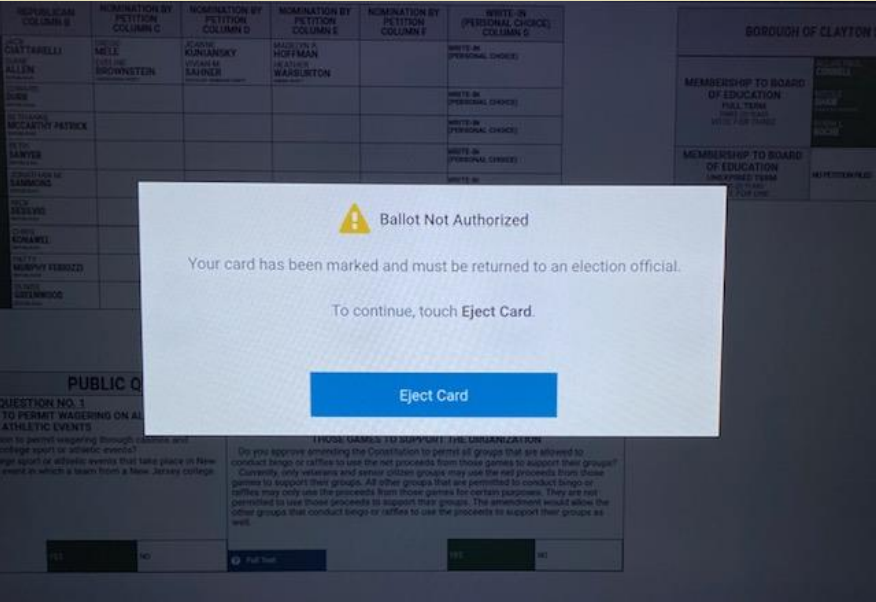
Voter inserts ballot card into the machine and activates



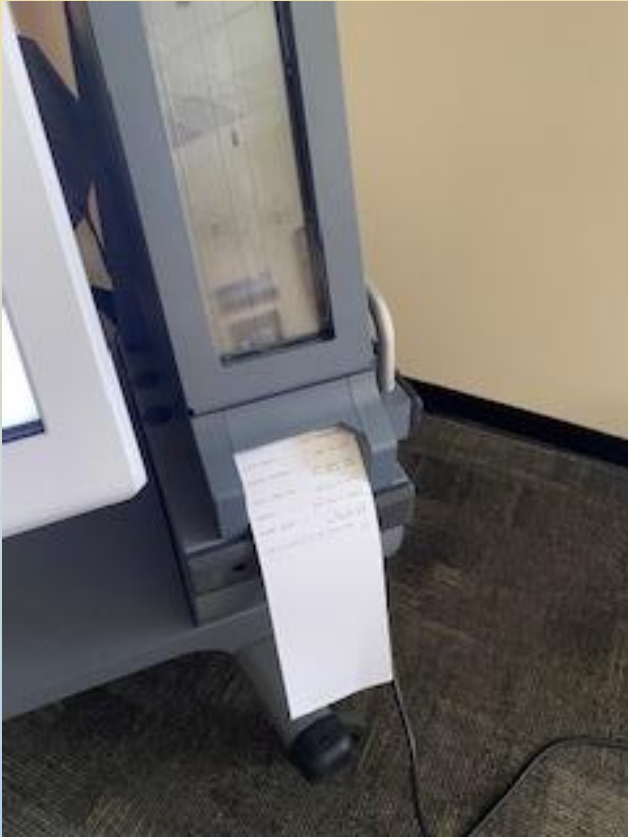
Voter marks the ballot with the machine and touches the print

Voter takes Affirmation Envelope and Provisional ballot to the Machine Attendant

Provisional Voting on the XL Voting Machine continued

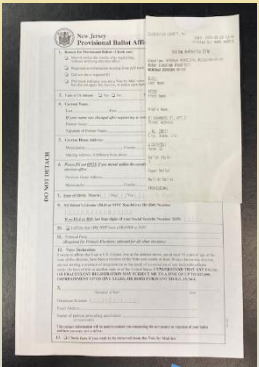


Voter will touch Eject Card



Machine will eject card out the front, voter will take card, fold and insert into the provisional envelope

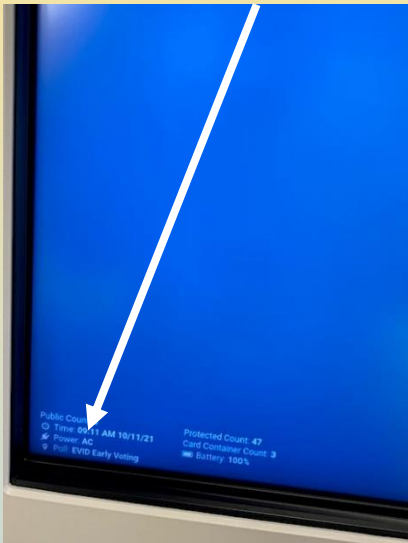
Voter MUST fill in the Affirmation Envelope, seal and drop in the orange ballot box



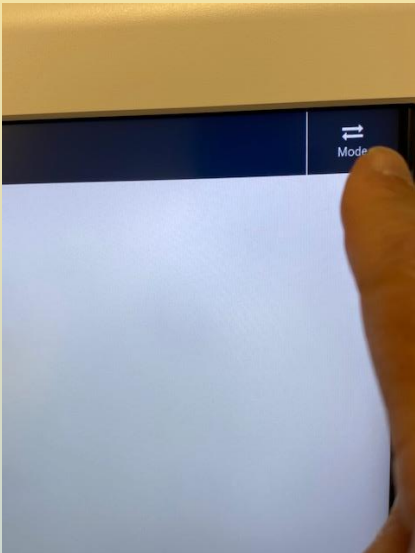
ACCESSABLE DEVICES WILL BE LOCATED IN THE REAR COMPARTMENT OF THE MACHINE. IF NEEDED BREAK THE SEAL ON THE REAR COMPARTMENT, UNLOCK THE DOOR WITH THE MACHINE KEY AND REMOVE THE DEVICE. CLOSE AND LOCK THE REAR COMPARTMENT AND PLACE TH A GREEN SEAL FROM THE REAR COMPARTMENT SEAL ENVELOPE. THE CORD CAN BE EXTENDED BY TURNING IT OVER AND UNLOCKING THE EXTRA CORD. HAND THE VOTER THE DEVICE AND HEADPHONES. THE DEVICE IS ALWAYS ACTIVE



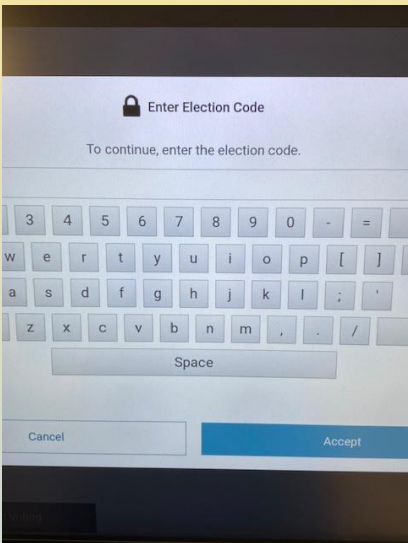
Touch the bottom portion of the screen where it displays the time and date



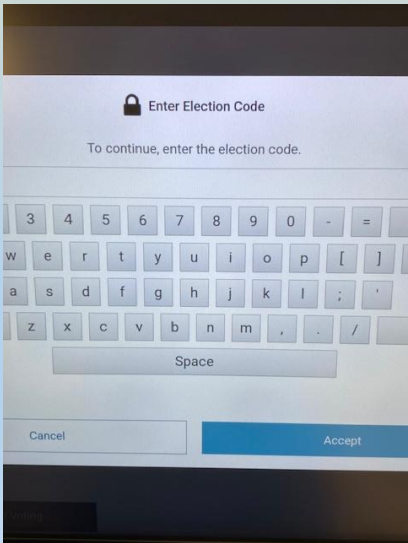
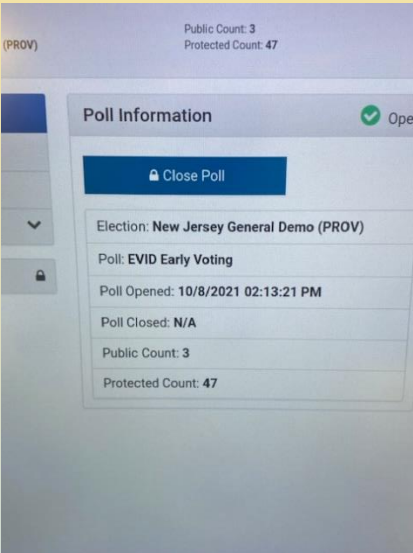
When the screen changes touch Mode in the top right



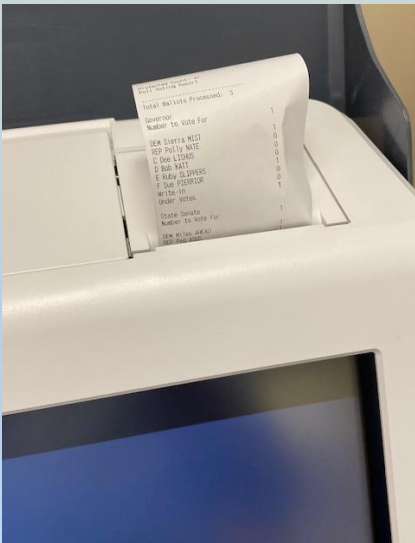
Enter the password



Touch Close Poll



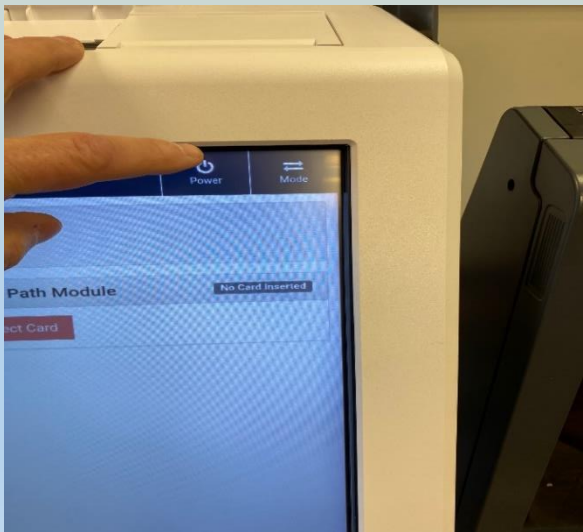
Enter the password



Printer will print 3 copies of the results

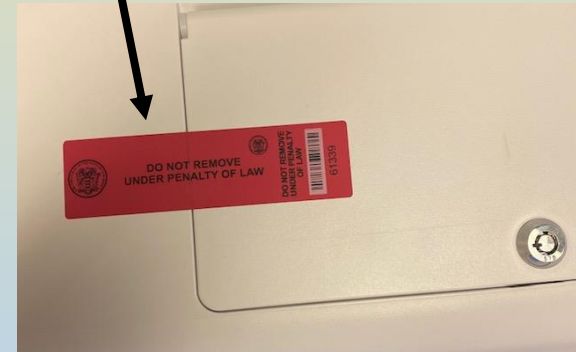
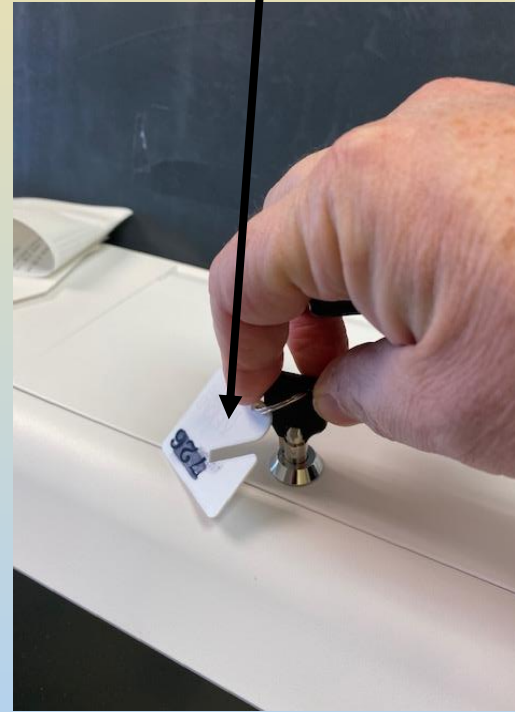


Open the top compartment with the key, Press and release the black switch



Touch the Power button on screen And touch confirm Shutdown

Once the machine is powered down - LOCATE THE RESULTS CARTRIDGE—REMOVE BY PULLING UP—CLOSE AND LOCK THE COMPARTMENT – PLACE THE RED SEAL from the Key Envelope across the compartment door.



DO NOT REMOVE THE RESULTS CARTRIDGE UNTIL THE MACHINE IS COMPLETELY SHUT DOWN—THIS CAN BE VERIFIED BY SEEING THAT THE SCREEN IS BLACK.

PEEL THE RED SECURITY SEAL FROM THE ACCESS DOOR ON THE PRINTER

USE THE KEY TO OPEN THE ACCESS DOOR





**PRESS THE GREEN LEVER AT THE BOTTOM OF THE SCANNER COMPARTMENT.
GRIP THE BALLOT CANISTER BY THE HANDLE AND REMOVE THE CANISTER.
LOCK THE COMPARTMENT WITH THE KEY.**



**PLACE THE KEY AND RESULTS CARTRIDGE IN THE CLEAR TRANSPORT BAG AND PLACE THE RED SEAL PROVIDED ON THE ZIPPER
PLACE THE BALLOT CANISTER IN THE BLACK BALLOT CANISTER TRANSPORT CASE.**



BALLOT CANISTER TRANSPORT CASE



BALLOT CANISTER



**UNPLUG THE MACHINE AND WRAP UP THE CORD
TAKE DOWN AND STORE THE PRIVACY CURTAIN AND PLACE IN THE
STORAGE TUBE
PUT THE COVER BACK ON THE MACHINE
TRANSPORT ALL ELECTION MATERIAL TO THE MUNICIPAL
CLERK.**

Important Phone Numbers:

Gloucester County Office of Elections Help Desk (856) 384-4500

Municipal Contacts:

Clayton, Borough of (856) 881-2882 X102

Deptford, Township of (856) 845-5300

East Greenwich, Township of (856) 423-0654

Elk, Township of (856) 881-6525 ext 10

Franklin, Township of (856) 694-1234 ext 7

Glassboro, Borough of (856) 881-9230 x ext 3

Greenwich, Township of (856) 423-1038 ext 8

Harrison, Township of (856) 478-4111

Logan, Township of (856) 467-3424 x3001

Mantua, Township of (856) 468-1500 X 4

Monroe, Township of (856) 728-9800 X 217

National Park, Borough of (856) 845-3891

Newfield, Borough (856) 697-1100

Paulsboro, Borough of (856) 423-1500

Pitman, Borough of (856) 589-3522

South Harrison, Township (856) 769-3737 ext 3

Swedesboro, Borough of (856) 467-0202

Washington Township (856) 589-0520 x114

Wenonah, Borough of (856) 468-5228

West Deptford Township (856) 845-4004 x174

Westville, Borough of (856) 456-0030 x5

Woodbury, City of (856) 845-1300

Woodbury Heights, Borough of (856) 848-2832

Woolwich, Township (856) 467-2666 ext 3101